



AKick Document Converter HELP MANUAL

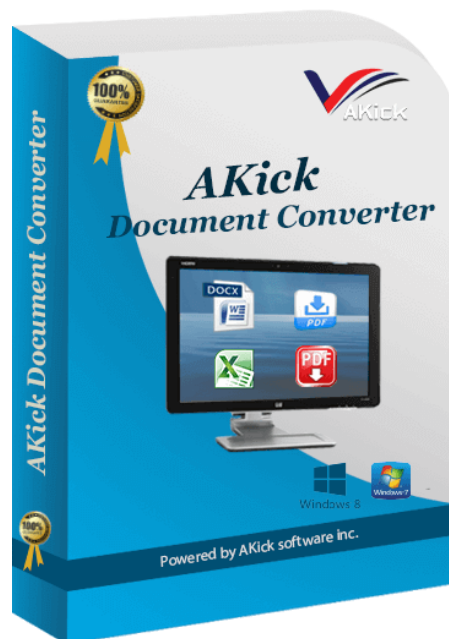


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Akick Document Converter – Help Manual

Introduction

Akick Document Converter allows you to convert your documents into multiple formats.

It is user-friendly, compatible with Adobe Acrobat and converts dozens of documents into multiple formats at single-click. It supports **PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, HTML, RTF, TXT, TIFF, JPG, BMP, PNG, XML.**

After installing Akick Document Converter, you just double click on Desktop shortcut and you will see the Main window as given below:

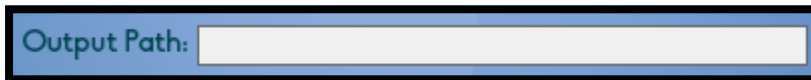
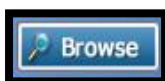


1. Properties of Main Window:

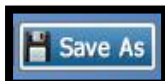
Input Path: Input file path that is being converted.

A text input field with a blue border and a light blue background. The text "Input Path:" is written in blue on the left side of the field.

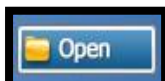
Output Path: Output file path after conversion.

A text input field with a blue border and a light blue background. The text "Output Path:" is written in blue on the left side of the field.

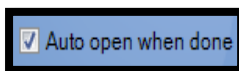
This button opens the file that is to be converted.



This button names and changes the output file location.



This button opens the converted file or the file location in case a file is being converted into multiple files.



If you select this option, two actions will be performed as given below:

- i) It will open converted file as soon as the conversion gets completed.
- ii) It will open converted file location after completing the conversion.

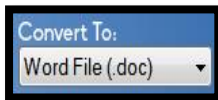


This button starts the conversion process.



This drop down list provides you the different formats. Here, you can select your option what file you want to convert.

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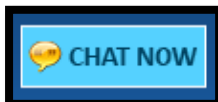
This drop down list provides you the different formats. Here, you can select your option what file you want to convert.



By Clicking on this button, you can activate the Document Converter by using the provided activation key.



By Clicking on this button, you can manually update the Document Converter.



By Clicking on this button, you will be directed to our support page on the website.

2. License Activation: Following steps are being followed to activate the license:

i) Click on ACTIVATE NOW button, you will see this license key activation window:



ii) Enter your key and click on Activate button. Now, you can see the activation message.



3. Supported Features:

It supports following features as given below:

- a. Conversion
- b. Split PDF
- c. Merge PDF
- d. Lock PDF
- e. Unlock PDF
- f. OCR

3.1 Conversion:

In this feature, you will be able to convert different file formats into another file format.

3.1.1 Conversion from PDF into Word File (.doc): It converts the pdf file into word document.

3.1.2 Conversion from PDF into Word File (.docx): It converts the pdf file into word document.

3.1.3 Conversion from PDF into Excel File (.xls): It converts the pdf file into excel sheet. It also provides two options:

Convert Only Tables

This option will convert only tables into excel sheet.

Preserve Page Layout

This option preserves the page layout into excel sheet conversion.

3.1.4 Conversion from PDF into HTML File: It converts the pdf file into html file.

3.1.5 Conversion from PDF into Image File (.jpg): It converts the pdf file into jpg image format.

3.1.6 Conversion from PDF into Image File (.tiff): It converts the pdf file into tiff image format.

3.1.7 Conversion from PDF into Text File: It converts the pdf file into text format.

3.1.8 Conversion from PDF into XML File: It converts the pdf file into xml format. It provides one option:

Convert Only Tables

This option will convert only table data into xml format.

3.1.9 Conversion from DOC into PDF File: It converts the word document into pdf file.

3.1.10 Conversion from DOC into Word File (.docx): It converts the word document into extended word document.

3.1.11 Conversion from DOC into HTML File: It converts the word document into html file.

3.1.12 Conversion from DOC into RTF File: It converts the word document into rtf file.

3.1.13 Conversion from DOC into XML File: It converts the word document into xml file.

3.1.14 Conversion from DOCX into PDF File: It converts the extended word document into pdf file.

3.1.15 Conversion from DOCX into HTML File: It converts the extended word document into html file.

3.1.16 Conversion from DOCX into RTF File: It converts the extended word document into rtf file.

3.1.17 Conversion from DOCX into XML File: It converts the extended word document into xml file.

- 3.1.18** Conversion from **XLS** into **PDF File**: It converts the excel sheet into pdf file.
- 3.1.19** Conversion from **XLS** into **Excel File (.xlsx)**: It converts the excel sheet into extended excel sheet.
- 3.1.20** Conversion from **XLS** into **CSV File**: It converts the excel sheet into csv file.
- 3.1.21** Conversion from **XLS** into **RTF File**: It converts the excel sheet into rtf file.
- 3.1.22** Conversion from **XLS** into **HTML File**: It converts the excel sheet into html file.
- 3.1.23** Conversion from **XLS** into **Text File**: It converts the excel sheet into text file.
- 3.1.24** Conversion from **XLS** into **XML File**: It converts the excel sheet into xml file.
- 3.1.25** Conversion from **XLSX** into **PDF File**: It converts the extended excel sheet into pdf file.
- 3.1.26** Conversion from **XLSX** into **XLS File (.xls)**: It converts the extended excel sheet into the old format excel sheet.
- 3.1.27** Conversion from **XLSX** into **CSV File**: It converts the extended excel sheet into csv file.
- 3.1.28** Conversion from **XLSX** into **RTF File**: It converts the extended excel sheet into rtf file.
- 3.1.29** Conversion from **XLSX** into **HTML File**: It converts the extended excel sheet into html file.
- 3.1.30** Conversion from **XLSX** into **Text File**: It converts the extended excel sheet into text file.
- 3.1.31** Conversion from **XLSX** into **XML File**: It converts the extended excel sheet into xml file.
- 3.1.32** Conversion from **PPT** into **PDF File**: It converts the power point presentation file into pdf file.
- 3.1.33** Conversion from **PPT** into **HTML File**: It converts the power point presentation file into htm file.
- 3.1.34** Conversion from **PPT** into **Image File (.jpg)**: It converts the power point presentation file into jpg image format.
- 3.1.35** Conversion from **PPT** into **Image File (.bmp)**: It converts the power point presentation file into bmp image format.

3.1.36 Conversion from PPT into Image File (.gif): It converts the power point presentation file into gif image format.

3.1.37 Conversion from PPT into RTF File: It converts the power point presentation file into rtf file.

3.1.38 Conversion from PPT into XML File: It converts the power point presentation file into xml file.

3.1.39 Conversion from PPTX into PDF File: It converts the extended power point presentation file into pdf file.

3.1.40 Conversion from PPTX into HTML File (.htm): It converts the extended power point presentation file into htm file.

3.1.41 Conversion from PPTX into Image File (.jpg): It converts the extended power point presentation file into jpg image format.

3.1.42 Conversion from PPTX into Image File (.bmp): It converts the extended power point presentation file into bmp image format.

3.1.43 Conversion from PPTX into Image File (.gif): It converts the extended power point presentation file into gif image format.

3.1.44 Conversion from PPTX into RTF File: It converts the extended power point presentation file into rtf file.

Conversion from **PPTX into XML File:** It converts the extended power point presentation file into xml file.

3.1.45 Conversion from HTML into PDF File: It converts the html file into pdf file.

3.1.46 Conversion from HTML into RTF File: It converts the html file into rtf file.

3.1.47 Conversion from RTF into PDF File: It converts the rtf file into pdf file.

3.1.48 Conversion from RTF into Word File (.doc): It converts the rtf file into word document.

3.1.49 Conversion from RTF into HTML File: It converts the rtf file into html file.

3.1.50 Conversion from TXT into PDF File: It converts the txt file into pdf file.

3.1.51 Conversion from TIFF into PDF File: It converts the tiff file into pdf file.

3.1.52 Conversion from JPG into PDF File: It converts the jpg file into pdf file.

3.1.53 Conversion from BMP into PDF File: It converts the bmp file into pdf file.

3.1.54 Conversion from PNG into PDF File: It converts the png file into pdf file.

3.2 Split PDF



In Split PDF tab, there is option given to split your heavy PDF file into single pages.

3.3 Merge PDF



In Merge PDF tab, there is option given to merge your multiple PDF files into single PDF File.

First save your PDF to a specified folder in a managed way with name in sequence such as 1,2,3..... to merge in a sequence order.

3.4 Lock PDF



Lock PDF is used to secure the PDF from unauthorized access. There are two options to secure the PDF –

A blue dialog box titled "Enter Password". It contains two sections. The first section has a checked checkbox labeled "User Password" followed by a white text input field. The second section has a checked checkbox labeled "Owner Password" followed by a white text input field.

- User Password – This password is applied when you want to lock the PDF.
- Owner Password – This password is applied when you only want to block PDF properties such as printing, content copying etc.

3.5 Unlock PDF

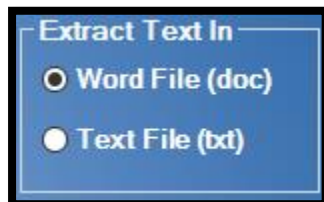


If you are unable to open PDF, print PDF, content copying etc. then just enter password of software if you have it.

3.6 OCR



OCR (Optical Character Recognition) is a technology that extracts text from an image or a scanned document (PDF) so that it can be edited, formatted.



The extracted text can be exported either on Word File or Text File.

4. Brief Description About Supported File Formats:

a. PDF

The Portable Document Format (PDF) is a file format used to present documents in a manner independent of application software, hardware and operating systems. Each pdf file encapsulates a complete description of a fixed-layout flat document, including the text, fonts, graphics and other information needed to display it.

b. Word Document (.doc)

Word document is a proprietary format developed by Microsoft for its word processing software in 1983. It contains formatted text, images, tables, graphs, charts, page formatting and print settings.

c. Word Document (.docx)

A docx file is a Microsoft Word XML format document file, a kind of Microsoft Word document.

d. Excel spreadsheet (.xls)

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, Mac OS, and iOS. It features calculation, graphic tools, pivot tables and a micro programming language called Visual Basic for applications.

e. Excel spreadsheet(.xlsx)

XLSX is a file extension for an open XML spreadsheet file format used by Microsoft Excel. It is introduced to show the value in an open file format for transferring data between applications.

f. PPT File(.ppt)

PPT is a file extension for a presentation file format used by Microsoft PowerPoint. It is the popular presentation software commonly used for office and educational slide shows.

g. PPTX File

PPTX PowerPoint Presentations are different from the PPT version in which the Microsoft Office Open XML format is used. The Open XML format makes it easy for other programs, such as OpenOffice.org, to read PPTX files (and other Open XML file types).

h. HTML File

HTML is a HyperText Markup Language file format used as the basis for a web page. The HTML tags can be used to define headings, paragraphs, lists, links, quotes and interactive forms.

i. XML File

XML is a file extension for an Extensible Markup Language (XML) file format used to create common information formats and share both format and data on the World Wide Web, intranets, and elsewhere using standard ASCII text. XML is similar to HTML.

j. Text File

A text file is a computer file that only contains text and has no special formatting such as bold text, italic text, images, etc.

k. RTF File

Rich Text Format (RTF) is a file format that lets you exchange text files between different word processors in different operating systems.

l. Image File (.jpg & .jpeg)

JPEG – Joint Photographic Experts Group. This is the right format for photo images which must be very small files, for example, for web sites or for emails. JPG is often used for digital camera memory cards.

Note: The reason for the different file extensions dates back to the early versions of Windows. The original file extension for the Joint Photographic Expert Group File Format was '.jpeg'; however in Windows all files required a three letter file extension. So, the file extension was shortened to '.jpg'.

m. Image File (.bmp)

The BMP file format, also known as bitmap image file or device independent bitmap (DIB) file format or simply a bitmap, is a raster graphics image file format used to store bitmap digital images, independently of the display device. It is capable of storing two-dimensional digital images of arbitrary[citation needed] width, height, and resolution, both monochrome and color, in various color depths, and optionally with data compression, alpha channels, and color profiles.

n. Image File (.png)

Portable Network Graphics is a raster graphics file format that supports lossless data compression. PNG was created as an improved, non-patented replacement for Graphics Interchange Format (GIF), and is the most used lossless image compression format on the Internet.

o. Image File (.tiff)

TIFF (Tag Image File Format) is a common format for exchanging raster graphics (bitmap) images between application programs, including those used for scanner images. A TIFF file can be identified as a file with a ".tiff" or ".tif" file name suffix.

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For Technical Support – Please contact us on following toll free numbers -

USA – 1800-813-3481

United Kingdom – 0800-098-8431

India – 0120-6500-581

Australia – 1800-751-417

New Zealand – 0800-452-434

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